

JOB DESCRIPTION

TITLE:	Adoption Assessment Team Manager Intercountry and Domestic Adoption Service (Intercountry Lead)
FULL TIME:	35 hours per week (5/5)
LOCATION:	North London, Barnet
REPORTS TO:	Operational Director
LIAISON WITH:	Liaison Internal: Chief Executive, IAC's Management Team, Senior Practitioners, Sessional Social Workers including those working in adoption support, administrative staff, Adoption Panel members and professional advisors. Liaison External: Prospective and established adoptive parents, adoption professionals in the UK, Department for Education, First4Adoption, Adoption Register/Adoption Match, other voluntary adoption agencies, local authorities and regional adoption agencies, overseas adoption central authorities and other relevant authorities in the UK and overseas, including other government departments.

DUTIES AND RESPONSIBILITIES:

To manage the adoption agency service in accordance with applicable Statute, Regulations, Statutory Guidance, Adoption Standards, IAC's policies and procedures and good practice.

The Adoption Manager's key responsibilities are:

1. To manage the Agency's processes for potential adopters who wish to be approved for either intercountry, or who wish to convert from intercountry adoption to domestic adoption. This will include:
 - a. Managing complex telephone queries regarding assessment, eligibility and suitability as they relate to agency policy and procedures;
 - b. Overseeing initial enquiries and interviews and making decisions with regard to the acceptance of the Registration of Interest Form, with reference to agency policy and procedure;
 - c. Managing the Stage One process, including administration of statutory checks, liaison internally with IAC Subscriber Services regarding adoption advice and preparation, overseeing the Stage One review and the transition of prospective adopters to Stage Two of the approval process;

- d. Managing and supervising sessional social workers undertaking both domestic and intercountry adoption assessments in Stage Two, including quality assuring the Prospective Adopter's Reports, ensuring their compliance and attending the IAC Adoption panel when required;
 - e. Working collaboratively with the Post Approval Team.
 - f. Supervising the Domestic Senior Practitioner/s in his/her work.
 - g. Manage and supervise the work of the administrative staff involved in supporting the work of the team
 - h. Regularly report to the Senior Management Team and attend Board of Trustee meetings as requested.
2. Part of Management Team with responsibilities for the development of intercountry adoption including
- a. Contribution to the work of Subscriber Services ensuring the delivery of high quality services to subscribers.
 - b. Line Manager for Senior Practitioner/s
 - c. Attending and representing the agency at relevant meetings in connection with the development and delivery of the intercountry adoption service.
3. Ensure all relevant recording in accordance with agency policy and procedures and National Minimum Standards;
4. Attend Management Team and other relevant meetings concerned with planning, developing, delivering, evaluating and promoting the wider agency services;
5. Take up such opportunities for training provided by theAg;
6. Contribute to the review and development of relevant policies and procedures, as required;

OTHER INFORMATION:

IAC is also required to obtain an enhanced Disclosure and Barring Service check in respect of this post holder. IAC is an equal opportunities employer and operates to a policy statement on the Recruitment of Ex-Offenders.

Undertake any such other tasks as may be reasonably requested from time to time by the Senior Management Team.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated 4th April 2018